

30 November 1962

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MEMORANDUM FOR:

SUBJECT : Assignments of Primary Responsibility Within the USIB Secretariat

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1. With  entry on duty and pending experience with the new Secretariat structure, the following assignments of primary responsibility for certain Secretariat functions will be effective until further notice. These assignments constitute primary responsibility to each individual for insuring that certain functions are performed, either by him or with the assistance of other members of the Secretariat. In such a small staff, however, it is essential that at least one other person be familiar with the performance of a certain function, and capable of assisting or substituting for the person assigned primary responsibility. In fact, to the extent feasible, we should all keep ourselves informed on USIB activities.

2. As we develop more experience and arrange to put into effect measures to improve the functioning of the USIB (including the 10 possible measures which I have circulated and discussed with you), changes will be required in the attached assignments. Therefore, I would like to receive any suggestions for changes or additions to the attached.

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Executive Secretary, USIB

Attachment

PRIMARY RESPONSIBILITY FOR CERTAIN USIB SECRETARIAT FUNCTIONS

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[Redacted]

1. Arranging and drafting USIB agenda.
2. Supervising preparation of USIB books for DCI and DCI, and drafting Secretariat Notes for these books on agenda items other than Minutes, Watch Report or NIE's.
3. Draft USIB Action Memoranda for dispatch promptly after Board meetings to the specific agency or agencies responsible for following up agreed actions, including appropriate suspense dates for reporting status or completion of actions taken.

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[Redacted]

1. Receiving, reviewing and preparing papers for circulation to USIB (other than NIE's and SIGINT Committee papers) and drafting of Secretariat transmittal memoranda.
2. Drafting USIB Minutes, including Special Annex (based on first draft by [Redacted]) and Secretary's Notes.
3. Preparing revisions of USIB papers (other than NIE's and SIGINT Committee papers) as a result of USIB actions and drafting Secretariat transmittal memoranda.

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[Redacted]

1. Preparing SIGINT Committee papers for circulation to USIB, and drafting Secretariat transmittal memoranda (for transmittal through [Redacted] to Executive Secretary).
2. Preparing first draft of Special Annex to USIB Minutes, for use by [Redacted] in preparing complete Minutes.
3. Preparing revisions of SIGINT Committee papers as a result of USIB actions, and drafting Secretariat transmittal memoranda (for transmittal through [Redacted] to Executive Secretary).

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